



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

6 September 2002

MEMORANDUM FOR FL/CC
ATTN: Colonel Matt Sharkey, CAP

FROM: HQ CAP/DOS

SUBJECT: CAPR 60-3 Supplement 2 Approval

1. Per your request, the attached supplement 2 to CAPR 60-3 including the Florida Wing Form 91 for aircrew members is approved.
2. If you have any questions, please feel free to give me a call. I can be reached via voice at (334) 953-4228 during duty hours or at idesmarais@capnhq.gov via e-mail anytime.


JOHN W. DESMARAIS, Major, CAP
Chief of Emergency Services

Attachments

1. FL Wing Supplement 2, CAPR 60-3
2. FL Wing Form 91 AC

OPERATIONS
CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

CAPR 60-3, 10 MAY 2001, is supplemented as follows:

1-4 Responsibilities

Paragraph b is supplemented
(establishes the requirement for the FLWG DOS to complete and maintain a Comprehensive Emergency Management Plan, with hazard specific annexes)

added 10)

The FLWG DOS is required to develop and maintain a FLWG comprehensive emergency management plan (CEMP), with hazard specific annexes for tropical cyclones and terrorism. The CEMP will address all emergency operating procedures within the Wing to include continuity of command, continuity of operations, aircraft evacuation, and methodology for operating during times of emergency response.

2-2 Documenting Specialty Qualifications

Added Paragraph k.
(Establishes the FLWG Check Observer Program, to include duties, qualifications, and appointment, also establishes the position of Wing Chief Check Observer)

Duties

1. Check Observers will provide instruction, practical training, and standardization for all non-pilot aircrew members in FLWG.
2. Duties will also include check rides on all observer and scanner candidates and special check rides where competency of aircrew is questioned. Check flights will be conducted IAW all applicable 60-3 training guidelines from a checklist designed by cooperative effort between the Chief of Stan-Eval and the Director of Emergency Services.
3. Check observers will complete all required paperwork in a timely manner and submit as directed.
4. The Chief Check Observer will supervise the check observer program to ensure fairness, standardization, professionalism, and compliance with all applicable CAPR and FLWG supplements.

Qualifications

1. Check Observers must have a minimum of 50 SAR/DR mission sorties as a Mission Observer and/or Mission Scanner, hold a current rating as a Mission Observer IAW CAPR 60-3, paragraphs 2-3 and 2-4, and have flown at least 5 observer sorties in the preceding 90 days prior to appointment.
2. Check Observer must attend training in evaluation techniques, pilot decision making, and cockpit resources management or the NCPSC as designated by the Wing Chief Check Observer or Wing Stan/Eval Officer. They must also hold current Emergency Services Train the Trainer qualification.

3. Standardization/Evaluation Observers must complete a minimum of 12 mission sorties/hours per year, complete upgrade training as set forth in CAPR 60-3 and 60-4, perform at least two check rides on observer candidates and 2 check rides on scanner candidates each year, complete a Mission Observer Checkout every two years with a Check Observer designated by the Wing Chief Check Observer or Wing Stan/Eval Officer.

Appointment

1. One Wing Chief Check Observer will be designated by the Wing DOV with the concurrence of the Wing DOS and Wing Commander. The Wing Chief Check Observer will report directly to the Wing DOV in matters pertaining to aircrew proficiency. The Chief Check Observer will coordinate with the Director of Emergency Services, or designated staff, to ensure that the program is within 60-3 and current operating SOP within FLWG. Additional Check Observers may be appointed, based upon need.
2. A limited number of highly qualified observers will be designated by the Wing Chief Check Observer, with the concurrence of the Wing Stan/Eval Officer and Wing Emergency Services Officer, as check observers to assist in the implementation of observer/scanner standardization. Check Observers will perform final mission training certification for observers and scanners.
3. Check Observers will be appointed on orders by the current Wing Stan/Eval Officer.

Procedure

1. The DOV will prepare a form that must accompany the CAPF 100 to FLWG HQ to certify that the form 100 is valid for scanner or observer qualification. This form will be signed by the check observer and one copy attached to the CAPF 100 and the other sent to the DOV. The form will be considered a part of the supporting documentation along with a signed copy of the 101T.
2. The FLWG DOV and designated staff will have validation on the CAP FMS to place the final approval on the rating. The Chief of Resources for FLWG ES will not issue a 101 card for mission aircrew without verifying the validity of the sign off wither by cross checking the signature against the check observer orders, or checking the FMS to ensure that validation was given.

2-3 Specialty Rating Requirements and Performance Standards

Paragraph l and m (2) are supplemented:

(Adds requirement for check ride to mission scanner and observer rating requirements)

- 2) Complete all requirements on the CAPF -101T MS / MO and complete a final check ride with a FLWG check observer.

Paragraph n is supplemented:

(Rescinds the requirement to have a CAP drivers license to be a rated GTL)

4-3 Alerting Procedures

Adds paragraph d

(establishes a waiver for the testing of the FLWG E-LERT system due to high operational tempo)

d. FLWG averages over 1 mission a day and uses it's alerting procedure concurrently with this level of operations tempo. It is considered redundant to further test this system outside of normal operations.

Section C BRIEFINGS/DEBRIEFINGS,

4-6 Mission Briefings is supplemented:

(Establishes the ability of mission staff to forgo formal general briefings for all personnel during initial emergency operations or during periods of high operational tempo. In lieu of such formal briefings the master situation map and incident action plan with attachments will suffice for general information.)

a) The time lost in providing a complete detailed verbal briefing to all participants as a group can place a considerable delay in the prosecution of emergency services missions. The use of written briefing material such as the IAP, a situation map if available, and a power point presentation with essential mission details is considered adequate for all personnel. ICS demands briefings for all incoming personnel on their specific duties and for all field components being deployed. These briefings when augmented by the mission situation summary (as described above) will provide all required information.

b) During periods of sustained operations a formal briefing can be considered PRIOR to shift change and the subsequent operations period.

/SIGNED/

MATTHEW R. SHARKEY, Colonel, CAP
Commanding

CAP MISSION AIRCREW CHECKOUT

MEMBER'S NAME (print or type)		CAPID	DATE OF FLIGHT CHECK:	CHARTER NO
MEMBER'S ADDRESS (print or type)		(circle one) OBS / SCNR	DATE CAPF 101 ISSUED	CAP ROA # (as req)
I. ORAL DISCUSSION				
A. OBS/SCNR Written Exam Passed (Initial)		VI. EMERGENCY PROCEDURES		
B. Mission Base Procedures (Sign In, Mission Forms, Reimbursement Forms)		A. Ditching		
C. Air-to-ground/ground-to-air Signals		B. Over-water Ditching		
D. Mission Safety Principles		C. Cockpit Fire		
E. CAP Radio Procedures (as req)		D. Emergency Egress		
F. Individual & Crew Equipment/Clothing		VII. MISSION INFLIGHT PROCEDURES		
G. Search Procedures		A. CAP Radio Operation		*
H. Map and Chart Reading		B. Aircraft Radios		*
II. PREFLIGHT PLANNING		C. Aircraft Instruments		
A. Obtain Mission Briefing		D. Navigation without electronic nav aids		*
B. Gridded Sectional		E. Navigation with electronic nav aids		*
C. Mission Limitations/Hazards		F. GPS Operation		*
D. Mission Planning		H. Maintain Flight Log		*
F. Ground Team Coordination		I. Judgement		
III. VISUAL SEARCH PATTERNS & PROC		VIII. SAFETY AWARENESS		
A. Locate Grid or Area (without electronic aids)		A. Clearing and Collision Avoidance		
B. Establish Search Altitudes		B. Cockpit Resource Management		
C. Parallel Search Procedures		C. Vigilance		
D. Creeping Line Search Procedures		D. Risk Management		
E. Expanding Square Search Procedures		IX. POSTFLIGHT/MISSION DEBRIEF		
F. Ground Team Coordination		A. Postflight Aircraft & Equipment		
		B. Mission Debrief and Forms		
IV. ELECTRONIC SEARCH PATT & PROC				
A. Locate Starting Point (with & w/out elec. aids)				
B. VHF-DF Procedures				
C. Wing Null Procedures		*		
D. Aural (build-fade) Procedures				
E. Metered Search		*		
V. MOUNTAINOUS TERRAIN PROCEDURES				
A. Locate Grid/Area (with & w/out elec aids)				
B. Establish Search Altitude				
C. Contour Search Procedures				
D. Canyon Search Procedures				
E. Ridge Crossing Procedures				
F. Communications Procedures				
G. Wing/Updrafts/Downdrafts				
H. Mountain Wave Effect		NOTE: (*) tasks applicable to observers only		
I certify that I have administered a cap mission aircrew flight check as indicated and that the above named member:				
_____Has demonstrated proficiency required to fly as a mission scanner (if applicable, use reverse side for additional comments.)				
_____Had demonstrated proficiency required to fly as a mission observer (if applicable, use reverse side for additional comments.)				
_____Is not qualified, requires additional training and recheck. See reverse for comments.				
DATE	FLIGHT TIME	EVALUATOR'S NAME & GRADE	EVALUATOR'S SIGNATURE	
NAME & GRADE OF UNIT OPERATIONS OFFICER		SIGNATURE		DATE: CONCUR NON CONCUR